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MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Proposal for Quarterly Statistical Reporting
of CIA Non-staff Personnel

1. Paragraph 6 of this memorandum contains a recommendation for your approval.

25X1 2. In the course of our current Inspector General Survey of the Office of Personnel, we have observed a marked disparity between the highly refined statistical reporting and centralized regulation of staff personnel, and the most fragmentary accounting of the Agency's non-staff personnel. The various categories of non-staff personnel are described at Tab A. The problem is one of considerable magnitude. As of 31 March 1964, there was a total of [] civilian staff employees and military personnel detailed to the Agency. Although technically these military detailees are non-staff personnel, they occupy staff slots and are included in monthly personnel status reports. In addition we estimate that as 25X1 of that date there were [] non-staff personnel in the categories summarized at Tab B. There are therefore some [] staff, 25X1 military, contract and proprietary, both witting and unwitting, for whom the Agency has a direct or indirect responsibility, being the main source of their livelihood.

3. With regard to staff personnel, the Office of the Director and the heads of the individual career services are well served by a variety of monthly and quarterly personnel status reports which provide an accurate and current breakdown of promotions, separations, on-duty strength, and adjustments to assigned personnel ceilings. With regard to non-staff personnel no comparable reporting exists. The Clandestine Services, which are responsible for the greatest number of the Agency's non-staff employees, submit a regular quarterly report of their foreign field non-staff personnel, but the results are not incorporated in any regular reporting system to the Office of the Director. The Deputy Director for Support is responsible 25X1 for nearly [] proprietary and foreign contract personnel which are 25 not now included in any systematic reporting.

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4. We believe the Agency requires and must have a variety of categories of non-staff personnel to provide it necessary flexibility in the use of personal services not otherwise obtainable. However some of the present categories are not clearly defined and not well understood. Others are not defined at all. Present categories should be reviewed and re-defined where indicated in order to present the total magnitude of the Agency's available manpower throughout the world, exclusive of actual clandestine agents.

5. The Bureau of the Budget for the first time has placed a ceiling on CIA for Fiscal Year 1965 of [] "non-permanent employees." The Bureau's definition of non-permanent employees is not clear, but their inquiries to date suggest a continuing interest in the Agency's contract and non-staff employees in excess of the established [] staff ceiling. Whatever the nature of the Bureau of the Budget's interest in this field, the need for more cognizance over this area and for centralized, regular reporting to the DDCI and the Executive Director-Comptroller is manifest.

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6. It is recommended that the Deputy Director for Support, in collaboration with the other heads of Career Services:

a. Review current categories of non-staff personnel and define and establish new categories which will reflect the complete number of such persons, exclusive of clandestine agents, for whom the Agency is directly or indirectly responsible.

b. Devise a procedure to provide the DDCI and Executive Director-Comptroller with a quarterly statistical summary of all non-staff personnel.

[]
J. S. Earman
Inspector General

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Attachment:

Tab A - Categories of Non-staff Personnel
Tab B - Numbers of Non-staff Personnel

The recommendation contained in paragraph 6 is approved:

[]
Deputy Director of Central Intelligence

8 July 64
Date

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TAB A

Categories of Non-Staff Personnel

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[redacted] (Management of Non-Staff Personnel) defines various categories of such personnel as set forth in paragraphs 1-4 below. Personnel in categories outlined in paragraphs 5-8 are not defined by regulation.

1. Military personnel detailed to the Agency.
2. Civilian personnel of other Federal establishments detailed to the Agency.
3. Consultants. These are defined as "Individuals with unusual or special skills, knowledge or experience who are hired to serve the Agency in an advisory capacity." Consultants may be employed for a fixed or indefinite period. They may serve without compensation or with compensation at a rate not to exceed \$50.00 for each day of service.
4. Contract personnel. The CIA may engage individuals by contract:
 - a. When it is necessary to provide for short-term operational or support needs which cannot be met through the use of available staff employees.
 - b. When the services of particularly well-qualified individuals who cannot meet all the requirements for staff employment are required.
 - c. When there is a need to exploit operational considerations to the maximum without obligating the Agency to long-term employment.
 - d. When the nature of the mission for which the individual is being hired precludes his being subject to administrative control or working specifically defined hours.
 - e. When the individual's primary employer or interest is not the CIA and the services the Agency desires from him are supplementary to his primary interest or vocation.

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There are several types of contract personnel:

(1) Contract Employees. These are defined as "temporary personnel who are employed by contract for a specified period to meet short-range needs in official Agency activities. They may be citizens of the United States or foreign nationals. They work under controlled and supervised conditions, and are compensated on a salary basis. While not staff employees of the Agency, they have an employee relationship to the U.S. Government and receive rights, benefits, and privileges in accordance with their citizenship status. There are two types of contract employees as defined below:

(a) Type A (Staff Type). Contract employees who meet staff employee security standards and who have been granted security clearance to perform staff-type duties at Headquarters or other CIA installations. They shall, however, be admitted to Headquarters, station, and base offices only as required.

(b) Type B (Non-staff Type). Contract employees who are not required to meet full staff employee security standards and who do not have access to CIA Headquarters or other official Agency installations or to classified material, except under conditions specifically set forth at the time of request for security approval of their employment or amended by subsequent request. Access to Agency offices, either at Headquarters or overseas, shall be granted only in very unusual and important cases and shall be kept to an absolute minimum."

(2) Contract Agents. "A contract agent is a citizen of the United States or a foreign national engaged as an independent contractor to perform certain specific activities either within or outside the United States. A contract agent may be used by a proprietary or subsidized organization, but may not work in a headquarters, station or base office. A contract agent receives only the benefits and compensation which have been established as equitable and necessary to obtain his services and which are specified in his contractual agreement."

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(3) Career Agents. "A career agent is an individual who, having demonstrated his operational value to the Central Intelligence Agency over a period normally of not less than three years for United States citizens and of five years for foreign nationals, has been engaged on a career basis for the purpose of performing covert activities for an extended period of time."

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While not a staff employee, the career agent is an employee of the United States Government by virtue of his relationship with the Agency and is normally entitled to benefits and privileges commensurate with but not necessarily identical to those granted to staff personnel."

5. Foreign National Service Personnel. These are not well defined, but include foreign nationals performing custodial and other duties such as chauffeurs, buildings and ground maintenance personnel, laborers, cooks and mess attendants, and a few skilled crafts and trades workers.
6. Proprietary Project Personnel. These are defined by usage as personnel employed by a proprietary project, including administrative and custodial personnel, but excluding any person who has any other employment relationship with the Agency.
7. Independent contractors. These are not well defined, but include persons under contract to perform specific services. Most of these people are employed
8. Miscellaneous. The Office of Personnel is presently examining several hundred industrial contracts under some of which CIA contracts for important personal services of various kinds, to determine what additional cognizance, if any, should be taken of such personnel. The Office also plans to regularize the handling of personnel in an increasing number of panels, advisory committees, task forces, and study groups which are being formed to assist the Agency in its scientific intelligence effort. It is not possible to estimate the numbers of people in these categories at the present time.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer to the
Deputy Director for Support, 7 D 24 HQS

EXTENSION

NO.

DATE

25X1 8 JUL 1965

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Inspector General
7 D 49 HQS

7/8/65 7/15/65

JSE am

5 to 1 and 3:

The attached memorandum responds in part to recommendations of the Inspector General in his 1964 Report of Survey of the Office of Personnel. The IG's recommendations, the Office of Personnel response in December 1964 and the basis for this response are described in the memo.

We will appreciate your comments or suggestions on the proposed change in title and functional statement of the Salary and Wage Division.

VRT

Att: Memo dtd 24 Jun 65 to DD/S fm D/Pers, subj: Salary and Wage Division: Change in Title and Revision of Functional Statement

DDJ 65-294D
w/ A.H.A. & B

1 to 5: Concur

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*IG to get copy when approved by ce white

FORM

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NON-STAFF PERSONNEL

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DD/S 64-3913
Ex. Reg. 64-3930/3

5 June 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Proposal for Quarterly Statistical Reporting of CIA
Non-staff Personnel

1. Paragraph 6 of this memorandum contains a recommendation for your approval.

2. In the course of our current Inspector General Survey of the Office of Personnel, we have observed a marked disparity between the highly refined statistical reporting and centralized regulation of staff personnel, and the most fragmentary accounting of the Agency's non-staff personnel. The various categories of non-staff personnel are described at Tab A. The problem is one of considerable magnitude. As of 31 March 1964, there was a total of * * * civilian staff employees and military personnel detailed to the Agency. Although technically these military detailees are non-staff personnel, they occupy staff slots and are included in monthly personnel status reports. In addition we estimate that as of that date there were * * * nonstaff personnel. . . There are therefore some * * * staff, military, contract and proprietary, both witting and unwitting, for whom the Agency has a direct or indirect responsibility, being the main source of their livelihood.

3. With regard to staff personnel, the Office of the Director and the heads of the individual career services are well served by a variety of monthly and quarterly personnel status reports which provide an accurate and current breakdown of promotions, separations, on-duty strength, and adjustments to assigned personnel ceilings. With regard to non-staff personnel no comparable reporting exists. The Clandestine Services, which are responsible for the greatest number of the Agency's non-staff employees, submit a regular quarterly report of their foreign field non-staff personnel, but the results are not incorporated in any regular reporting system to the Office of the Director. The Deputy Director for Support is responsible for nearly * * * proprietary and foreign contract personnel which are not now included in any systematic reporting.

4. We believe the Agency requires and must have a variety of categories of non-staff personnel to provide it necessary flexibility in the use of personal services not otherwise obtainable. However some of the present categories are not clearly defined and not well understood. Others are not defined at all. Present categories should be reviewed and re-defined where indicated in order to present the total magnitude of the Agency's available manpower throughout the world, exclusive of actual clandestine agents.

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5. The Bureau of the Budget for the first time has placed a ceiling on CIA for Fiscal Year 1965 of * * * "non-permanent employees." The Bureau's definition of non-permanent employees is not clear, but their inquiries to date suggest a continuing interest in the Agency's contract and non-staff employees in excess of the established * * * staff ceiling. Whatever the nature of the Bureau of the Budget's interest in this field, the need for more cognizance over this area and for centralized, regular reporting to the DDCI and the Executive Director-Comptroller is manifest.

6. It is recommended that the Deputy Director for Support, in collaboration with the other heads of Career Services:

a. Review current categories of non-staff personnel and define and establish new categories which will reflect the complete number of such persons, exclusive of clandestine agents, for whom the Agency is directly or indirectly responsible.

b. Devise a procedure to provide the DDCI and Executive Director-Comptroller with a quarterly statistical summary of all non-staff personnel.

/s/

J. S. Earman
Inspector General

The recommendation contained in paragraph 6 is approved:

/s/ Marshall S. Carter
Deputy Director of Central Intelligence

8 July 1964
Date

Distribution:

orig - DDCI (return to IG)
1 - ER
1 - DD/S
2 - IG (withheld)

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Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080007-4

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Approved For Release 2004/08/25 : CIA-RDP67-00134R000100080007-4

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2 APR 1965

MEMORANDUM FOR: Deputy Director for Support
THROUGH : Director of Personnel
SUBJECT : Non-Staff Personnel

1. This memorandum contains in paragraph 9 recommendations for your approval.

2. On 4 February 1965, at a meeting in your office, a committee was appointed to develop a statistical reporting system for non-staff personnel to satisfy: (a) the statistical reporting requirements of the Bureau of the Budget, and (b) the management information requirements of the Agency. This action grew out of a recommendation last year from the Inspector General that such a reporting system be established to meet Agency management needs, plus a later requirement from BPAM for data on which to base non-staff personnel controls.

3. Drawing representatives from BPAM and each of the Directorates, the Committee in a series of brief sessions has now:

- a. agreed upon the employment categories applicable to non-staff personnel;
- b. developed working definitions for the four categories (Foreign National Service Types, Proprietary Personnel, Independent Contractor, and Industrial Contract) which do not appear in current Agency regulations
- c. prepared a relatively simple format for reporting non-staffers;
- d. determined who should consolidate reports from the various components and how this should be accomplished.

4. Attached is a sample of the format designed for reporting non-staff personnel from all components except DD/P. The latter desires, at least for the present, to use a somewhat simpler version because it has no non-staffers in the last two categories (i.e., and Reimbursable Details) and, in addition, is unable at the moment to show whether individuals in all cases are full-time, part-time, or WAE. The attached format and the one to be used by DD/P are compatible, however, and present no problem in use.

5. Working definitions for the four categories which are not covered by current regulations were arrived at without difficulty, and we believe they will adequately serve our present purposes. The Committee is not ready to propose their incorporation in however because, first, they should stand the test of use and, second, we believe that a new group including representatives from Finance, Security, and OGC should handle the actual regulation change.

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SUBJECT: Non-Staff Personnel


6. The Statistical Reporting Branch in Personnel is the proper unit, we think, to be made responsible for consolidating statistics on non-staffers and rendering periodic reports to higher authority. This is the unit which now reports on staff personnel and the Director of Personnel is agreeable to having it do the same for non-staffers. DD/P has asked, however, to be permitted to render separate reports on its non-staffers in order to restrict as closely as possible the number of individuals with access to such data.

7. Using the attached format, the Committee has completed a test run and believes that a consolidated report of all non-staffers can be prepared at whatever interval may be desired. We suggest, however, that since DD/P is currently geared to a quarterly report, we adopt this interval and produce our initial report as of 31 March 1965.

8. The Committee's planning for a non-staff reporting system included provisions for incorporating the Manpower Analysis Numbering System (MANS) as soon as BPAM puts it into general effect. The system is sufficiently flexible to accommodate other reporting requirements as well should management decide to add them.

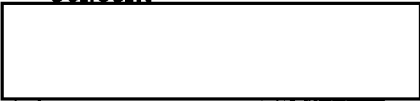
9. In view of DD/P's desire to render separate reports on its non-staff personnel, the Committee recommends that:

- a. The Office of Personnel (Statistical Reporting Branch) be charged with responsibility for consolidating statistical data on all non-staff personnel except those in DD/P, and for rendering periodic reports on such personnel, using the attached format or an approved variation thereof;
- b. Quarterly reports on non-staff personnel, beginning with the period ending 31 March 1965, be submitted by the Office of Personnel and by DD/P to the Executive Director-Comptroller and such other officials as he may designate.


Chairman, Committee on Non-Staff Personnel

Attachment: A/S

CONCUR:


Director of Personnel

5 APR 1965

Date

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SUBJECT: Non-Staff Personnel

The recommendations in paragraph 9 are approved.

(See O/S memo dtd 6 May 1965)

L. K. White
Deputy Director
for Support

Date

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S-E-C-R-E-T

Non-Staff Personnel
As of

Non-Staff Categories	Total Non-Staff	ON DUTY											
		Total			Headquarters			U. S. Field			Foreign Field		
		FT	PT	WAE	FT	PT	WAE	FT	PT	WAE	FT	PT	WAE
Contract Empl.-Tot. Type A Type B													
Career Agents													
Foreign Nationals Service Types													
Proprietary Personnel													
Consultants													
Independ. Contractor													
Industrial Contract													
Reimbursable Details													
Total Non-Staff													

DD/S 65-0648

MEMORANDUM FOR THE RECORD

SUBJECT : Nonstaff Personnel

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1. A meeting was held in the DD/S Conference Room at 2:00 p.m. on 4 February 1965 to discuss the problem of developing a statistical reporting system and management controls for nonstaff personnel. Present were: Colonel White, Mr. Bannerman, Emmett Echols, [redacted] William Vance, John Earman, John Clarke, [redacted] and [redacted]

2. Colonel White reviewed the recommendation of the Inspector General which was approved by General Carter last July to the effect that the Deputy Director for Support should develop a statistical reporting system and management controls governing nonstaff personnel. Mr. Earman elaborated upon the conditions leading to the recommendation and his conclusion that we should have a system for keeping the Director currently informed of how many people actually are in the employ of the Agency at any given time.

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3. Mr. Clarke commented about a letter addressed by the President to Heads of Agencies and subsequent action taken by the Bureau of the Budget in imposing personnel ceilings upon the Agency for nonstaff personnel as well as staff personnel. A figure of [redacted] was established but its artificiality was acknowledged and the Agency was charged with presenting a firm figure by 1 July 1965. The definition of nonstaff personnel used by the Bureau of the Budget differs from the definition applied by the Agency but the Bureau of the Budget has recognized that this Agency is unique and, therefore, we are at liberty to create our own definition.

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4. [redacted] commented that there is a quarterly report now being produced by the Office of Personnel which is reliably estimated to be accurate within about five per cent and suggested that this might serve the purpose of the Bureau of the Budget report, even though it would not be acceptable as an adequate management control for the Agency. Inasmuch as it does not include personnel employed by proprietary projects, it was generally felt that this report could not be used. [redacted] has developed an inventory data sheet which he has circulated within the larger Area Divisions for the development of personnel management data about nearly all types of nonstaff personnel used by the Clandestine Services. In addition to providing information which will permit an accurate count to be taken, this will develop a qualifications register for personnel in these categories which will be useful as a management tool in the Clandestine Services.

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5. It was agreed that the problem has two parts: (1) to satisfy the statistical reporting requirements of the Bureau of the Budget, and (2) to satisfy the management information requirements of the Agency. In order to meet the Bureau of the Budget deadline of 1 July, it was agreed that the present categories of personnel would be disturbed as little as possible and first priority would be given to developing statistics to satisfy the Bureau of the Budget and then, if necessary, we will re-examine the categories of personnel. A committee to proceed with this study was appointed as follows: William Vance, Chairman; [] DD/P Representative; [] BPAM Representative; and the Office of Computer Services will be invited to designate a participant.

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[]
Special Assistant to the
Deputy Director for Support

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cc: ~~Inspector~~ General
Director, BPAM
Chief, [] DD/P
Director of Personnel

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Remarks:

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TRANSMITTAL SLIP		DATE JAN 1 1968
TO: Inspector General		
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FROM: Special Assistant to the DD/S		
ROOM NO. 7D18	BUILDING Hqs	EXTENSION <input type="text"/>
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REPLACES FORM 36-8 WHICH MAY BE USED.		
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O/S 65-0375

27 JAN 1965


MEMORANDUM FOR: Deputy Director for Plans
Director, Budget, Program Analysis and Manpower
Inspector General
Director of Personnel

SUBJECT : Statistical Reporting of Nonstaff Personnel

1. In an Eyes Only memorandum dated 5 June 1964 growing out of his survey of the Office of Personnel (downgraded copy attached), the Inspector General recommended that the Deputy Director for Support review categories of nonstaff personnel and develop new categories to reflect their total number, exclusive of clandestine agents; and that a procedure be devised to provide a quarterly statistical summary of all non-staff people. General Carter approved these recommendations on 8 July 1964 and since that time the problem has been given some attention by each of the interested components. The complexity of the subject is such, however, that we have not yet succeeded in developing a system to satisfy the recommendations of the Inspector General.

2. A part of the difficulty, it seems to me, may be that we have not yet come to grips with the question of defining precisely what information about nonstaff personnel is truly required. Before we create a reporting system, it is imperative that the Agency determine exactly what its informational requirements are, what purposes are to be served, and to whom and in what form the information will be released. Only when this has been done will it be possible to evaluate the value of the information in terms of the obvious security hazards its collection will present and in terms of the time and money its collection will require to be expended. If we are interested in short-term requirements to answer simple and immediate questions, we should develop a simple system as quickly, securely, and economically as possible, limited in scope to providing responses only to specific requirements. If, on the other hand, we are seeking to develop a system which will satisfy our long-term interests, we should put the problem in a proper time frame and consider it in the context of the Agency's total requirement for management information about all kinds of personnel, staff and nonstaff alike.

3. Before any of us proceed further, it seems to me it would be useful for us to agree upon a precise definition of our informational requirements and the method of approaching the development of a system to satisfy them. I would appreciate it if you could come to a meeting or designate someone to represent you to discuss this problem further and hopefully to decide how to proceed. If convenient, I suggest we plan to meet at 2:00 p.m. on Thursday, 4 February 1965, in Room 7D34.


L. K. White
Deputy Director
for Support

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Att: Memo dtd 5 Jun 64 to DDCI fm IG,
subj: Proposal for Quarterly Statistical
Reporting of CIA Non-staff Personnel w/att

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

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1	Inspector General 7D49 Hqs		<i>MS</i>
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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Deputy Director for Support 7D18 	25X1